

## CASHIER

### KIND OF WORK

Office/clerical work in receipt, disbursement and recordkeeping for large sums of cash.

### NATURE AND PURPOSE

Under general supervision, receives, disburses and maintains records of large sums of money so that funds are handled and accounted for properly and accurately; may plan, assign, direct and verify the work of other clerical staff; performs related work as required.

This class differs from other clerical and accounting classes in that incumbents are involved almost exclusively in cash transactions (cash, check, credit card) at a cashier or teller window for the agency. Work requires processing high volumes and considerable amounts of cash where there is significant complexity (e.g., number and variety of accounts) and consequence of error. Incumbents deal primarily with external customers, rather than other agency employees.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Accepts deposits and payments (e.g., student tuition, resident trust accounts, taxes, state agency deposits to the State Treasurer) made by cash, check or credit card; makes withdrawals and payments (e.g., student financial aid and refunds, resident maintenance charges), and cashes checks at the agency's cashier window ensuring that funds are handled correctly and accurately and security of the agency's receipts is maintained.

Provides receipts, determines the account(s) affected and records transactions against the appropriate account(s) to ensure that accurate, verifiable accounts are maintained consistent with federal, state and agency regulations, policies and procedures and with good accounting practices.

Counts daily receipts (cash drawer, lockbox, credit card payments, etc.), reconciles results with transaction records and prepares deposits so that cash receipts are safeguarded and deposited in an accurate and timely manner, according to state and agency policies and practices.

Reconciles bank statements for multiple accounts to verify the accuracy of transactions and balances.

Prepares daily statement of active depository banks, and issues transfer checks on general accounts and deposits with these banks.

Deals with complaints and alleged errors; resolves discrepancies in accounts; refers delinquent accounts to Minnesota Collection Enterprise or Revenue Recapture Program for collection.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

General principles, terminology and procedures of accounting and governmental accounting, particularly accounts receivable and payable, sufficient to record, post and code information; maintain cash accounts and analyze and interpret accounting records and reports.

Arithmetic sufficient to compute and verify totals and percentages for deposits, account balances, etc. and to check and reconcile numeric data.

Law, policies and procedures and Legislative Auditor, Department of Finance and State Treasurer requirements for handling and depositing of state funds.

Ability to:

Handle high volume cash transactions (e.g., count cash, make change, cash checks) sufficient to process cashier window transactions.

Make accurate and rapid mathematical calculations sufficient to balance accounts and prepare deposits to meet bank or Department of Finance deadlines.

Understand and effectively carry out complex oral and written directions.

Compare, check and verify data with speed and accuracy to locate errors.

Provide courteous and efficient service and communicate effectively with customers including the public, students, residents and their families, and employees of other state agencies, sufficient to explain policies and procedures and deal with complaints from clients who may be hostile, confused or agitated.

Work with large volumes of cash and other sensitive financial information (e.g., credit card numbers) with minimal supervision and oversight.

Plan, assign, direct and review the work of other clerical staff sufficient to act as the leadworker for cashiering operations.

Operate a variety of office equipment (computer, copier, etc.) and learn the computerized accounting systems and software used by the State and the agency.

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T.C.: 7/67  
Former Title(s): Cashier II